

## GRADUATE NURSING CLINICAL DOCUMENTATION CHECKLIST

All students are required to provide the necessary documentation requested below.

**All clinical clearance documentation requirements are due 14 days prior to the start of the clinical course. If a student is not cleared 7 days prior to the start of the first day of their clinical course, they will be administratively dropped without warning (NO EXCEPTIONS).**

- **Criminal Background Checks** - An annual background check is required for all students. The only criminal background check accepted is with Universal. Complete in Exxat. *\*Note, the initial background check must be completed first. The background recheck should only be completed when the initial background check is about to expire or has expired.*
- **Urine/Drug Screening** - An annual urine/drug screening is required for all students. The only urine/drug screening accepted is with Universal. Complete in Exxat.

A mandatory annual urine drug screen is required by all nursing students prior to the beginning of the first semester in which a clinical laboratory takes place. The lab will require a picture ID.

*\*Requests for an additional urine drug screening will incur an additional fee payable by the student*

Any problems or issues, contact the dedicated team set up by UNIVERSAL, [ExxatCS@universalbackground.com](mailto:ExxatCS@universalbackground.com).

*\*Requests for an additional urine drug screening will incur an additional fee payable by the student*

- ❖ Please submit **ALL** completed forms and documents to Exxat. **Incomplete forms and documents will not be accepted and will cause a delay in your clearance.**
  - ❖ **Exxat** will review the documents uploaded and categorize them as approved, pending, or not approved. **Exxat** will provide comments on documents that need further explanations and/or supplemental documentation. **Please check all comments before reaching out.** Exxat support, [v4support@exxat.com](mailto:v4support@exxat.com). It takes 48-72 hours for Exxat to review/respond.
- **CPR**: Students are required to maintain valid CPR certification throughout all clinical lab courses. The acceptable certifications are the American Heart Association's (AHA) BLS for the Healthcare Provider and BLS Provider (BLS is the only one accepted). (Upload a copy in Exxat)
  - **Health Insurance Verification**: All nursing students in a clinical lab course are required to have health insurance. All students must provide documentation of health insurance coverage. Upload a copy in Exxat. If a student does not have health insurance, they will not be allowed in clinical. (Failure to do clinical will result in failure of the course). If a student does not have their own health insurance and is covered under a parent or spouse, supplemental documentation will be needed, showing the owner of the health insurance and their dependents.
  - **Nursing License** (upload in Exxat)
  - **Malpractice** cover sheet or certificate of professional liability insurance, \$1 million per occurrence/ \$3 million aggregate (NP students are required to have student nurse practitioner malpractice insurance. ADMIN/EDU students are required to purchase RN malpractice insurance). (Upload in Exxat)